KCEID Business Service Center

GRA Overview
GRA Overview Agenda

• ServiceNow
  • [https://utsa.service-now.com/bsc](https://utsa.service-now.com/bsc)
  • BSC HR Forms – New/Rehire Request form
    • You can include tuition/stipend with this request now

• FY24 KCEID PhD Salary Rates
  • Base salary, tuition/fees and health insurance must be covered

• Reminders
• **https://utsa.service-now.com/bsc**

• **BSC HR Forms – New/Rehire request**
  - Type of Hire: Student Employee
  - Level of Student Employee: select from the appropriate options (PhD)
  - Applicant Legal Name: First and Last name required
  - Is employee transferring from a current, active position: No
  - Is this a new hire or re-hire: select appropriate option
  - If new, must provide the following: Phone # and email; gender; does employee have SSN; position title
ServiceNow

- BSC HR New/Rehire form cont:
  - If new, must provide the following: gender; does employee have SSN
  - Position title: provide title of position
  - Was this position posted in Talent Acquisition Management: No
  - Pay type: Contract (for GRA positions)
  - Rate of pay: need total amount to be paid for contract
  - Hours per week: 19 max hours
  - Reports to: provide your name or the faculty this individual will be reporting to
  - Start and End date: preferred is 9/1/23 – 8/31/24
• BSC HR New/Rehire form cont:
  • Do you want to provide tuition/stipend support: Tuition
  • Banner ID: please provide students banner ID or abc123
  • Type of Request: New
  • Semester: Fall, spring or summer
  • Student Status: Doctoral
  • Citizen Status: US Citizen or International
  • Number of registered hour: 9/9/3 for PhD students
  • Funding source: please enter cost center or project ID

• Notes to BSC section
  • Please enter any additional information you feel necessary for us to know
## Standard Funding Annual Salary for PhD Students Salary FY 24 (In addition to Tuition and fees & UTSHIP)

<table>
<thead>
<tr>
<th>Program</th>
<th>Title</th>
<th>Standard Fulltime Annual Salary*</th>
</tr>
</thead>
<tbody>
<tr>
<td>BME</td>
<td>GRA</td>
<td>$26,000</td>
</tr>
<tr>
<td>CE</td>
<td>GRA</td>
<td>$24,000</td>
</tr>
<tr>
<td>ChemE</td>
<td>GRA</td>
<td>$26,000</td>
</tr>
<tr>
<td>EE</td>
<td>GRA</td>
<td>$24,000</td>
</tr>
<tr>
<td></td>
<td>GRA3</td>
<td>$26,500</td>
</tr>
<tr>
<td></td>
<td>GRA Fellow</td>
<td>$28,500</td>
</tr>
<tr>
<td>ESE</td>
<td>GRA</td>
<td>$26,000</td>
</tr>
<tr>
<td></td>
<td>GRA3</td>
<td>$26,500</td>
</tr>
<tr>
<td>ME</td>
<td>GRA1</td>
<td>$24,000</td>
</tr>
<tr>
<td></td>
<td>GRA2</td>
<td>$26,500</td>
</tr>
<tr>
<td></td>
<td>GRA3</td>
<td>$28,500</td>
</tr>
<tr>
<td></td>
<td>GRA Fellow</td>
<td>$31,500</td>
</tr>
<tr>
<td></td>
<td>GTA*</td>
<td>$24,000</td>
</tr>
</tbody>
</table>

*This is a pilot program to investigate retention and completion rates for students who are given higher standard funding rates based on the doctoral education milestones. Faculty will be responsible for the full standard salary (plus tuition and fees and UTSHIP) for PhD students appointed as GRAs in their respective program, and the appointment and funding must be for the full academic year. The standard annual full-time salary applies to students admitted and enrolled full-time in Fall 2023 or after. All current students admitted before Fall 2023 will have their standard annual salary grandfathered at $24,000 only for FY 23-24.

*With the goal to encourage faculty to use their grant funding to fully-support PhD students as GRAs, the College will fully-fund PhD students appointed as GTAs at 19 hrs/week for a salary of $24,000/year, in addition to paying for their tuition and fees for fulltime enrollment (9 SCH in the Fall and Spring semesters and 3 SCH in the Summer semester) and SHIP. All GTAs must continue to report to their research mentors for their PhD research/dissertation work, but will also report to and assist course instructors on teaching assignments to meet course/teaching needs (courses with labs, recitations, high DFW, or other inclusive teaching needs). With UTSA's goal to expand doctoral education and the College providing full financial support to GTAs, faculty should use all available research funding to fully support PhD students as GRAs at their program's rate as noted above.
Reminders

• GRA requests due: July 1
• Funding source: must be active and funded
• New students: start date 8/16/23 – 8/31/24
• Re-hire students: start date 9/1/23 – 8/31/24
• New Students
  • Please ensure they do not work until their appointment is fully approved. You will receive an email from us
  • For International, SSN process is lengthy, must be in US to start the process
• UTShip
  • International students are auto enrolled
  • Domestic Students are automatically enrolled, they will have an option to opt out. The opt out requests will be handled between the Department Program Coordinator and the College Grad Program Coordinator.
  • Insurance is charged to the same source as salary